



JOB DESCRIPTION

Central to our administrative philosophy is teamwork and post-holders are expected to embrace this prerequisite and be prepared to act flexibly in response to the day-to-day needs of the academy

JOB TITLE: Technician (ARTS)

GRADE: GR2

JOB PURPOSE:

- 1.1** To provide support for teaching and learning within the Arts Faculty, including Music, Art, Performing Arts & Media

DUTIES AND RESPONSIBILITIES:

- 2.1** Preparation of teaching aids and support the management of Art, Drama, Music & Media resources.
- 2.2** Preparation and clearing away of materials/samples for both class-work and examinations.
- 2.3** Assistance with and/or support of open evenings, exhibitions, concerts etc.
- 2.4** Routine maintenance and simple repair of equipment.
- 2.5** Planning and co-ordination of the general maintenance of equipment.

- 2.6** Arrangement for the repair of equipment with outside agencies.
- 2.7** Assist in the delivery of lessons when suitable to aid students learning.
- 2.8** Maintain classroom environments, including department displays, ensuring they are up-dated regularly.
- 2.9** Carry out safety checks in accordance with laid down instructions and codes of practice.
- 2.10** In the event of a student vomiting or bleeding, ensure to liaise with the BSS that workshop floors, walls, benches and fittings are properly cleaned.
- 2.11** Be aware of the appropriate and safe storage of equipment and where necessary inform other members of staff of known hazards.
- 2.12** Safe disposal of faulty equipment in accordance with relevant codes of practice.
- 2.13** Organisation of stock and stores.
- 2.14** Maintenance of inventories of departmental stocks of equipment and materials.
- 2.15** Assistance with budget preparation for replacement and new equipment, tools and materials.
- 2.16** Requisitioning materials and equipment to main adequate stock levels after liaison with the Head of Department.
- 2.17** Help with the day-to-day running of the Arts Department
- 2.18** To catalogue, monitor and maintain stock and records to prevent theft, abuse or misuse of materials
- 2.19** To undertake a range of duties appropriate to the department, in accordance with those duties performed by technicians.
- 2.20** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.21** To ensure all tasks are carried out with due regard to Health and Safety

- 2.22** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.23** To adhere to the ethos of the school
 - 2.23.1** To promote the agreed vision and aims of the school
 - 2.23.2** To set an example of personal integrity and professionalism
 - 2.23.3** Attendance at appropriate staff meetings and parents evenings
 - 2.23.4** To support the duty teams with undertaking duties as and when required
 - 2.23.5** To support extra-curricular activities by staffing trips, visits and activities when needed
- 2.24** Any other duties as commensurate within the grade in order to ensure the smooth running of the school

SUPERVISION RECEIVED:

- 3. Supervising Officer:** Head of Faculty (Arts)
Assistant Head Teacher

SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

- 4.** None

**OBSERVANCE OF
WASHWOOD HEATH MULTI ACADEMY TRUST
EQUALITY POLICY
WILL BE REQUIRED**

Signed: _____ (Head of Academy)

Signed: _____ (post-holder)

Date: _____